

New Employee Health and Safety
Orientation and Training

Employee Name

Date

Job Title

Department

Supervisor

Phone

Rights and Responsibilities:

Training and Supervision – Safety orientation, training, instruction and direction specific to the workplace and tasks.

General Duties of Workers – To take reasonable care to protect the health and safety of yourself and others.

Right to Refuse Unsafe Work – do not carry out any work that would endanger yourself or others.

General Workplace Hazards:

Violent, threatening or abusive behavior – Any person who is subject to or witnesses an act of violent, threatening or abusive behavior is expected to report the incident to Human Resources, Health and Safety, their immediate Supervisor, Dean or Administrative Director immediately.

Health and Safety:

WHMIS – Workplace Hazardous Materials Information system; Material Safety Data Sheets (MSDS)

Personal Protective Equipment (PPE) – Employees are required to be trained in the use of, and to use, all required personal protective equipment relevant and appropriate to their job.

Working Alone – Selkirk College employees must not work alone or in isolation without a risk assessment and management plan developed with their Supervisor as outlined in the Selkirk College Working Alone Policy..

Reporting Injuries and Incidents:

Injuries – report all injuries, no matter how minor to a college First Aid Attendant. and your Supervisor.

Incidents – report incidents and near misses to Health and Safety, and your Supervisor.

Emergency Procedures:

Fire – Exit quickly and calmly by the nearest exit, move away from the building to an emergency assembly point. Familiarize yourself with the Fire and Emergency Evacuation Plan.

First Aid – First aid contact information specific to campus location.

Other Emergency Situations – familiarize yourself with the Emergency Procedures in the Selkirk College phone book.

Ergonomics: Work station assessment? Use of tools and or equipment?

